

<b>Date Posted</b>	August 18, 2016
<b>Announcement Number</b>	MCC-15-RFQ-0237
<b>Title</b>	Associate Director, <b>Gender and Social Inclusion (GSI)</b>
<b>Position information</b>	Full-Time, Personal Services Contractor (PSC) One year (2,087 hours per year), renewable for up to four years at the sole discretion of the government
<b>Pay band</b>	<b>3B</b> (\$39.77 - \$68.43 per hour)  **In lieu of fringe benefits, the PSC may receive a pay supplement. For additional information, please see section titled "Benefits".
<b>Closing date for questions</b>	September 1, 2016 no later than 10:00am EDT
<b>Application deadline</b>	September 8, 2016 no later than 10:00am EDT
<b>Who may be considered</b>	U.S. citizens or legal, permanent residents with five years of residency history
<b>Duty location</b>	Washington, D.C., US, MCC eligible countries, other US and foreign cities (as required for outreach purposes), and at the PSC's home of record.  Note: More than one position may be filled under this announcement.

The **Millennium Challenge Corporation (MCC)** is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in developing countries. MCC works in selected countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. Key MCC operating principles relating to the award of grants include emphasis on economic impact, reward for performance, partnership with recipient countries, integration of gender considerations, and focus on results. Eligible countries are invited to develop and submit grant proposals to MCC for consideration. MCC will seek to enter into a compact for assistance with those countries that submit quality proposals for poverty reduction through economic growth.

Gender and social inclusion are critical to MCC's approach to sustainable development. MCC recognizes that many countries with high levels of gender inequality also experience high levels of poverty and that gender inequality can be a significant constraint to economic growth and poverty reduction. Therefore, in order to maximize the impact of Compacts on economic growth and poverty reduction, MCC requires that eligible countries analyze gender differences and inequalities to inform the development, design, implementation, monitoring, and evaluation of programs funded by MCC. The Millennium Challenge Act states that MCC must provide assistance for global development "in a manner that promotes economic growth and the elimination of extreme poverty". MCC thus ensures that social inclusion is built into all aspects of program development, implementation, and M&E.

MCC is authorized to contract with an individual as a personal services contractor (PSC) under the authority of section 614(a)(8) of the Millennium Challenge Act of 2003 (MCA).

## **SCOPE OF POSITION**

The Department of Compact Operations (DCO), Sector Operations Division (SO), Gender and Social Inclusion (GSI) team is seeking a Personal Services Contractor (PSC) to serve as an Associate Director (AD). The PSC works as a member of the GSI team, integrating gender and social inclusion, and will support MCC's compact development and implementation work in West Africa. The PSC may also support other aspects of GSI practice group work.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#) 37.104), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR](#) 7.502). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM).

The following elements apply to this contract:

- (1) Performance on Washington, D.C., US, MCC eligible countries, other US and foreign cities (as required for outreach purposes), and/or at the PSC's home of record.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.

- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
- (i) Adequately protect the Government's interest;
  - (ii) Retain control of the function involved; or
  - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

Please see Addendum I, MCC 52.237-70 Personal Services – General Terms and Conditions (JULY 2012), for additional information applicable to personal services contract.

PLEASE NOTE: This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM). **The approval of your record in SAM may take a few weeks. Therefore, please register in SAM before submitting your application.**

## **KEY REQUIREMENTS**

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a facilities access clearance
- Performance at MCC-eligible countries, Washington, DC, other US and foreign cities (as required for outreach purposes), or at the PSC's office or home of record.
- Relocation expenses will not be paid
- Overseas travel is required (to MCC eligible countries). Must be willing to travel to African Countries.
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

## **DUTIES**

The PSC reports to the Practice Lead and Senior Director (PLSD) for GSI. The PSC will be expected to lead efforts to complete the following tasks, in cooperation with MCC staff:

### **Major Duties and Responsibilities include the following tasks:**

Advises MCC country counterpart Core team, especially the GSI lead on conducting social and gender analysis in support of Threshold or Compact program development. This would include, but not be limited to:

- Analyzing country-specific documents to understand the nature and structure of relevant laws, policies, institutions, and social norms, and how they impact on social and gender inequality, poverty and constraints on economic growth.

- Contributing to the integration of gender and social analysis in constraints to growth analysis
- Analyzing sectors and sub-sectors to understand their relevance to and influence on potential growth and poverty impacts.
- Reviewing and analyzing documents produced by various stakeholders (i.e. government, donors, NGOs, private sector, academia, etc.) on social inclusion and gender equality issues.
- Conducting stakeholder interviews and consultations.

Makes recommendation for social inclusion and gender integration in Threshold, Compact and project design. This would include, but not be limited to, the following:

- Advise MCC and partner government multi-disciplinary teams on assessing the relationship among improving social and gender equality, reducing poverty, and achieving sustainable and inclusive economic growth.
- Make recommendations for incorporating social and gender analysis into compact concept notes, concept papers, and compact project design.
- Advise on how social and gender inequality figures into the problem tree analysis and project logical frameworks, review Economic Rate of Return and Beneficiary Analyses.
- Conduct field missions to operationalize social and gender integration in project design.
- Assists with drafting and reviewing Terms of References (TORs) and deliverables for feasibility studies, design studies and contracts, Environmental and Social Impact Assessments (ESIAs), and other GSI-specific or inter-sectoral procurements.
- Assist with drafting and reviewing MCC compact development documents, such as 609g memos, investment memos, compact language, etc.
- Integrates social inclusion and gender in Monitoring and Evaluation (M&E) documents.
- Fulfills other GSI roles as specified in MCC's social and gender operational requirements, and in other GSI processes.

Advises counterpart Millennium Challenge Account (MCA) staff, especially GSI Director during compact implementation in assigned MCC partner countries. This would include, but not be limited to:

- Drafting Compact Social and Gender Integration Plan (SGIP) through consultative process, implementation of SGIP activities and annual updates.
- Reviewing and analyzing documents related to compact implementation, such as Terms of Reference, bidding documents, RFPs, work plans, budgets, workshop reports, and other documents as needed.
- Reviewing other contractor/consultant's deliverables.
- Reviewing relevant counterpart policy documents as requested.
- Reviewing and analyzing M&E documents, such as M&E Plans, TORs and surveys.
- Serving as GSI technical expert on resettlement implementation, implementation of Environmental and Social Management Plans (ESMPs), and community engagement strategy.
- Provide technical advice on compact project activities that are GSI-led or integrated.

- Providing support for development and annual updates of the Social and Gender Integration Plan.
- Supporting the MCA staff in the oversight of the GSI-related work. Participate in MCA workshops, meetings with key stakeholders, etc. Provide informal capacity building to MCA staff as appropriate.
- Supports MCA in compact closure activities
- Maintains regular contact with MCA counterparts and with MCC colleagues.

Supports MCC's GSI practice group through drafting and review of group's and MCC documents (e.g. policies, guidelines), and participation in meetings and workshops as requested.

- Acts as liason with MCC and GSI colleagues in preparing briefs on successful examples of gender and social inclusion in operations, PowerPoint presentations, biannual newsletter, and other documents, as needed.
- Represents MCC to senior U.S. Government officials, representatives of foreign governments, and a variety of other stakeholders, both domestic and international as needed. Strengthens external partnerships to enhance attention to gender and social dimensions of development
- Performs other related duties as assigned.

The incumbent may be required to undertake domestic and international travel in support of the agency's mission.

## **DELIVERABLES**

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXXX

Recommendations: XXXXXXXX

Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC.

Deliverables will be considered "draft" upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations' concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

The PSC also will produce other reports and analyses as requested by MCC.

## **QUALIFICATIONS REQUIRED**

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

### Required qualifications:

- Minimum of 7 years of experience utilizing methodologies and best practices of social inclusion and gender integration.
- Minimum of 7 years of experience assessing, designing, developing, and implementing strategies, policies and initiatives on social inclusion and gender integration in multisector programs/projects, such as any of the following - infrastructure, human development, agriculture.
- Minimum of 7 years of experience conducting social and gender analysis and assessment in research, project planning and design, and/or implementation oversight in multi-sectoral programs.
- Demonstrated ability to work collaboratively and effectively in multidisciplinary and multicultural teams, and with staff of other US Government agencies, foreign governments, civil society organizations, and private sector firms.
- Ability to provide advice to senior management officials on matters related to social inclusion and gender integration initiatives and programs.
- Advanced professional proficiency in French.
- Advanced postgraduate degree (Masters or Ph. D) in social science such as economics, sociology, anthropology, or a related discipline (i.e. gender studies, development studies, etc.).

### Desired qualifications:

- Knowledge of US Government Agencies or MCC's organization, rules, procedures, administrative policies, operational requirements, and programs relating to gender integration and social inclusion aspects of program development and implementation.
- Experience in planning and conducting stakeholder engagement with government, civil society, NGOs, private sector, etc.
- Knowledge of International Finance Corporation (IFC) performance standards.
- Experience with gender and social integration in resettlement action plans, oversight of resettlement implementation, and environmental and social management plans.

- Experience working on gender integration and social inclusion in Africa.

**NOTE:**

All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the **QUALIFICATIONS REQUIRED**.

**COMPENSATION**

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The contract will have **four** one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$39.77 - \$68.43 per hour** per hour, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. A salary above this pay range will NOT be entertained or negotiated. Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

**Benefits:**

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC does permit reimbursement of a portion of the PSC's cost of health insurance premiums incurred during the contract's period of performance. To be eligible for the health insurance reimbursement the employee must provide proof of insurance coverage and payment of premium for which s/he is responsible. Examples of acceptable proof are bank statement, receipts, cancelled checks or other proof of payment. Individuals covered under another health insurance plan, or have subsidized health insurance are not eligible for this

reimbursement. Subject to the availability of funds, MCC may pay up-to-15% of the employee's base salary towards a health insurance policy as mentioned above.

The full time PSC does earn sick leave, annual leave, or holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds.

**Travel:**

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

**REQUIRED DOCUMENTATION**

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the qualification requirements,
- No less than three and no more than five professional references with current contact information;

**NOTE:** Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

**Delivery:**

Electronic submission is required. Electronic application packages shall be submitted by e-mail to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov) and [brooksac@mcc.gov](mailto:brooksac@mcc.gov). Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

**Questions:**

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov) and [brooksac@mcc.gov](mailto:brooksac@mcc.gov) before the deadline as given on p.1.



Submission of applications to this announcement must be received before the deadline as given on p.1.

## INSTRUCTIONS TO APPLICANTS

The **QUALIFICATIONS REQUIRED** are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must be registered in the [System for Award Management \(SAM\)](#) before submitting the application.
- (c) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (d) Describe your experience and knowledge in regards to the qualification requirements in no more than five pages (page = 8 ½” x 11” paper; 11 point font or larger; double side pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under **DUTIES**. Th responses should describe specifically and accurately what experience, training education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (e) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references **MUST** include current information, as follows:
  - a. Name of reference
  - b. Applicants’ relationship to reference
  - c. Title of reference at current job
  - d. Reference current telephone number (work or personal)
  - e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant’s knowledge & experience in the field of **Gender and Social Inclusion**. All references must be from within the last 5 years of the applicant’s professional life.

- (f) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

## **SELECTION PROCESS**

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.